



**QUOTATION NO.: SC 1974/2019**

**ALIEN VEGETATION MANAGEMENT FOR A CONTRACT PERIOD ENDING 30 JUNE 2019**

**PROCUREMENT DOCUMENT**

<b>NAME OF BIDDER:</b>	
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**PREPARED AND ISSUED BY:**

Directorate: Finance:  
Supply Chain Management Unit  
Overstrand Municipality  
PO Box 20 / 1 Magnolia Avenue  
Hermanus  
7200

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**1. MBD 1 – PART A – INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OVERSTRAND MUNICIPALITY					
FQ NUMBER	SC1974/2019	CLOSING DATE	2019/04/05	CLOSING TIME	12H00
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX NUMBER			4	SITUATED AT OVERSTRAND MUNICIPALITY, 1 MAGNOLIA AVENUE, HERMANUS	
BID RESPONSE DOCUMENTS MAY ALSO BE SCANNED AND E-MAILED TO:			<a href="mailto:scmquotations@overstrand.gov.za">scmquotations@overstrand.gov.za</a>		
NAME OF BIDDER					
LEGAL NAME OF ORGANISATION					
TRADE NAME (if different from legal name)					
POSTAL ADDRESS					
STREET ADDRESS					
NAME OF CONTACT PERSON					
TELEPHONE NUMBER			CELL NUMBER		
E-MAIL ADDRESS					
COMPANY REGISTRATION NUMBER					
OVERSTRAND MUNICIPALITY SUPPLIER DATABASE REGISTRATION NUMBER					
TAX CLEARANCE CERTIFICATE NUMBER					
TAX CLEARANCE EXPIRY DATE					
INCOME TAX NUMBER					
VAT REGISTRATION NUMBER					
ONE OF THE FOLLOWING <b>MUST</b> BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS IN TERMS OF B-BBEE:					
<b>ORIGINAL</b> B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A <b>SANAS</b> ACCREDITED AGENCY; OR					
<b>A CERTIFIED COPY</b> OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A <b>SANAS</b> ACCREDITED AGENCY					
<b>ORIGINAL</b> EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? If YES, enclose proof				Yes	No
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? If YES, answer part B.3				Yes	No
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO THE SUPPLY CHAIN MANAGEMENT UNIT					
CONTACT PERSON	Accountant: SCM, L du Preez		TELEPHONE NUMBER	028 313 8147	
CONTACT PERSON	SCM Practitioner: A Moore		TELEPHONE NUMBER	028 313 8974	
TECHNICAL INFORMATION REGARDING THIS QUOTATION MAY BE OBTAINED FROM:					
CONTACT PERSON	Manager: Biodiversity Conservation, T Dry		TELEPHONE NUMBER	028 316 1704	



**2. MBD 1 – PART B – TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>			
1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.			
1.2. <b>All bids must be submitted on the official forms provided–(not to be re-typed)</b>			
1.3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the National Treasury General Conditions of Contract (GCC) (2010) and, if applicable, any other special conditions of contract.			
<b>2. TAX COMPLIANCE REQUIREMENTS</b>			
2.1 Bidders must ensure compliance with their tax obligations.			
2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.			
2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za			
2.4 Foreign suppliers must complete the pre-award questionnaire in part B.3.			
2.5 Bidders may also submit a printed TCS certificate together with the bid.			
2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.			
2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.			
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
3.1. Is the entity a resident of the republic of South Africa (RSA)?	YES		NO
3.2. Does the entity have a branch in the RSA?	YES		NO
3.3. Does the entity have a permanent establishment in the RSA?	YES		NO
3.4. Does the entity have any source of income in the RSA?	YES		NO
3.5. Is the entity liable in the RSA for any form of taxation?	YES		NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>			
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			
NAME OF PERSON DULY AUTHORISED TO SIGN THIS OFFER			
SIGNATURE			
DATE			

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**



**3. MBD 4 – DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full name of bidder or his or her representative				
3.2.	Identity number				
3.3.	Position occupied in the company (director, shareholder <sup>2</sup> etc.)				
3.4.	Company registration number				
3.5.	Tax reference number				
3.6.	VAT registration number				
3.7.	Are you presently in the service of the state?	YES	NO		
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES	NO		
3.8.1.	If so, furnish particulars:				
3.9.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES	NO		
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO		
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES	NO		
3.11.1.	If so, furnish particulars:				

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES		NO	
3.13.1.	If so, furnish particulars:				
3.14.	Please provide the following information on ALL directors / shareholders / trustees /members below:				
	full name and surname	identity number	personal income tax number	Provide State <sup>3</sup> employee number (Only to be completed if in the service of the State)	

**NB:**

- PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
- PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

**4. DECLARATION**

I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

<sup>3</sup> **MSCM Regulations: "in the service of the state" means to be –**

1. a member of –
  - 1.1.1. any municipal council;
  - 1.1.2. any provincial legislature; or
  - 1.1.3. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.
- 7.

#### 4. MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS

##### NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

#### 1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
  - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3. Preference points for this bid shall be awarded for:
  - 1.3.1. Price; and
  - 1.3.2. B-BBEE Status Level of Contribution.
- 1.4. The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### 2. DEFINITIONS

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- 2.5. **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor ”** means:
  - 2.8.1. Original B-BBEE Status level certificate issued by an authorized body or person or a certified copy thereof;
  - 2.8.2. An original sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act,
- 2.10. **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.11. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing.



**3. POINTS AWARDED FOR PRICE**

**3.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

80/20                      or                      90/10

**Where:-**

- P<sub>s</sub>* = Points scored for comparative price of bid under consideration
- P<sub>t</sub>* = Comparative price of bid under consideration
- P<sub>min</sub>* = Comparative price of lowest acceptable bid.

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

4.1. In terms of Regulation 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1. Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5.1.1. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1	
5.1.2.	B-BBEE Status Level of Contributor
5.1.3.	Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)

5.2. (Points claimed in respect of paragraph 6 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof.)

**6. SUB-CONTRACTING**

6.1.	<b>Will any portion of the contract be sub-contracted? (Tick applicable box)</b>	Yes		No	
	If yes, indicate:				
i.	what percentage of the contract will be subcontracted	%			
ii.	the name of the sub-contractor				
iii.	the B-BBEE status level of the sub-contractor				
iv.	whether the sub-contractor is an EME or QSE (Tick applicable box)	Yes		No	
v.	<b>Specify, by ticking the appropriate box, if sub-contracting with an enterprise in terms of Preferential Procurement Regulations, 2017:</b>				
	<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME</b>	<b>QSE</b>		
a.	Black people	√	√		
b.	Black people who are youth				
c.	Black people who are women				
d.	Black people with disabilities				
e.	Black people living in rural or underdeveloped areas or townships				



f.	Cooperative owned by black people		
g.	Black people who are military veterans		
	<b>OR</b>		
h.	Any EME		
i.	Any QSE		

**7. DECLARATION WITH REGARD TO COMPANY/FIRM**

7.1.	Name of company/firm		
7.2.	VAT registration number		
7.3.	Company registration number		
7.4.	TYPE OF COMPANY/FIRM (Tick applicable box)	Partnership / Joint Venture / Consortium	
		One person business / sole proprietor	
		Close Corporation (CC)	
		Company ((Pty) Ltd. / Ltd.)	
		Company (Ltd.)	
7.5.	Describe principal business activities		
7.6.	Company Classification (Tick applicable box)	Manufacturer	
		Supplier	
		Professional service provider	
		Other service providers, e.g. transporter, etc.	
7.7.	<b>Municipal information</b>		
i.	Municipality where business is situated		
ii.	Registered municipal account number		
iii.	Stand number		
7.8.	Total number of years the company/firm has been in business		

7.9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 5.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 7.9.1. The information furnished is true and correct;
- 7.9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 7.9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 7.9.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - a) disqualify the person from the bidding process;
  - b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - e) forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S):			
PRINT NAME			
CAPACITY		DATE	

**5. SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**
**INCOME NOT EXCEEDING R10,000,000 (TEN MILLION RAND)**

I, the undersigned,					
<b>Full name</b>					
<b>Surname</b>					
<b>Identity number</b>					
Hereby declare under oath as follows:					
<b>1.</b>	The contents of this statement are to the best of my knowledge a true reflection of the facts.				
<b>2.</b>	I am a (please indicate with an "X")				
	Member		Director		Owner
	of the following enterprise and am duly authorised to act on its behalf:				
	<b>Enterprise Legal Name</b>				
	<b>Trading Name</b>				
	<b>Registration Number</b>				
	<b>Enterprise Address</b>				
	<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date			
<b>3.</b>	I hereby declare under oath that:				
	The enterprise is		% black owned		% black woman owned
<b>4.</b>	Based on the (please indicate with an "X")		financial statements		management accounts
	and other information available on the				financial year ,
	the income did not exceed R10,000,000.00 (ten million Rand);				
<b>5.</b>	Please confirm on the table below the B-BBEE level contributor, <b>by ticking the applicable box.</b>				
	<b>Level One</b>	100% black owned (135% B-BBEE procurement recognition)			
	<b>Level Two</b>	More than 51% black owned (125% B-BBEE procurement recognition)			
	<b>Level Four</b>	Less than 51% black owned (100% B-BBEE procurement recognition)			
<b>6.</b>	The entity is an empowering supplier in terms of <b>the dti</b> Codes of Good Practice.				
<b>7.</b>	I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.				
<b>8.</b>	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.				
<b>Deponent signature:</b>				Commissioner of Oaths stamp	
<b>Date:</b>					
<b>Commissioner of Oaths signature</b>					
<b>Date</b>					



**6. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

**5. CERTIFICATION**

I, the undersigned (full name), \_\_\_\_\_, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



**7. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- |   |  |
|---|--|
| <p>1. This Municipal Bidding Document (MBD) must form part of all bids<sup>4</sup> invited.</p> <p>2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>5</sup> Collusive bidding is a <i>per se</i> prohibition meaning that it cannot be justified under any grounds.</p> <p>3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:</p> <p>3.1. take all reasonable steps to prevent such abuse;</p> | <p>3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and</p> <p>3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.</p> <p>4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.</p> <p>5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:</p> |
|---|--|

**CERTIFICATE OF INDEPENDENT BID DETERMINATION:**

In response to the invitation for the bid made by:

**OVERSTRAND MUNICIPALITY**

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

- |   |   |
|---|---|
| <p>1. I have read and I understand the contents of this Certificate;</p> <p>2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;</p> <p>3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;</p> <p>4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;</p> <p>5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:</p> <p style="margin-left: 20px;">a. has been requested to submit a bid in response to this bid invitation;</p> <p style="margin-left: 20px;">b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and</p> <p style="margin-left: 20px;">c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder</p> <p>6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>6</sup> will not be construed as collusive bidding.</p> <p>7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:</p> <p style="margin-left: 20px;">a. prices;</p> | <p style="margin-left: 20px;">b. geographical area where product or service will be rendered (market allocation)</p> <p style="margin-left: 20px;">c. methods, factors or formulas used to calculate prices;</p> <p style="margin-left: 20px;">d. the intention or decision to submit or not to submit, a bid;</p> <p style="margin-left: 20px;">e. the submission of a bid which does not meet the specifications and conditions of the bid; or</p> <p style="margin-left: 20px;">f. bidding with the intention not to win the bid.</p> <p>8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.</p> <p>9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.</p> <p>10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.</p> |
|---|---|

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

<sup>4</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>5</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to

acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

<sup>6</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**8. RESPONSIVENESS AND EVALUATION CRITERIA**

**1. GENERAL**

- 1.1 All bids must be submitted in **handwriting and in non-erasable (black or blue) ink** on the official forms supplied by the municipality.
- 1.1.1 Under no circumstances, whatsoever may the bid forms be retyped or redrafted.
- 1.2 Subject to the provisions of clause 1.3 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by erasing or using masking fluid / tape (Tipp-Ex or similar) on any submitted page or by pasting another page over it with glue.
- 1.3 Notwithstanding the provisions of clause 1.2 of this document, alterations and/or corrections may only be effected as follows:
  - 1.3.1 By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialling in the margin next to each and every alteration or correction.
- 1.4 Bids submitted must be complete in all respects.
  - 1.4.1 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 1.5 All bid prices will be final and binding.
- 1.6 A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply
- 1.7 Sealed bids, with the **“Bid Number and Title”** clearly endorsed on the envelope, must be deposited in the relevant **bid box** as indicated in the notice of the bid, **on or before the closing date and time** of the bid.
  - 1.7.1 Any bid received without the **“Bid Number and / or Title”** clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered
- 1.8 The bid boxes are at the entrance of the Main Cash Hall, Hermanus Municipal Offices, 2 Magnolia Avenue, Hermanus.
- 1.9 A specific bid box is provided for each bid to be deposited into and no bid will be considered which, subsequent to the closing date and time for that specific bid, is found in another box.
- 1.10 The bid box deposit slot is 28cm x 2.5cm.
- 1.11 Mailed, telegraphic, e-mailed or faxed bids **will not be accepted**.
- 1.12 Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

**2. EVALUATION AND ADJUDICATION CRITERIA:**

- 2.1 Relevant specifications;
- 2.2 Value for money;
- 2.3 Capacity and capability of bidders to execute the contract; and
- 2.4 PPPFA & associated regulations.

**3. REQUIREMENTS OF A VALID BID:**

- 3.1 The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered and no further correspondence will be entered into with regard to the following matters:
  - 3.1.1 The tender has not been completed in non-erasable handwritten ink,
  - 3.1.2 Non-submission of a valid Tax Clearance Certificate and / or PIN,
  - 3.1.3 Incomplete Pricing Schedule or Bill of Quantities,
  - 3.1.4 A Form of Offer not signed in non-erasable ink,
  - 3.1.5 Bid submissions with material alterations / corrections not in compliance with Clause 1.2 and 1.3 above will be rejected.
- 3.2 The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following:
  - 3.2.1 To complete the MBD 15 and to obtain copies of the most recent municipal account(s) from the recommended bidder(s)/owner(s)/director(s)/member(s)/shareholder(s);
  - 3.2.2 To obtain the personal income tax number(s) from the recommended bidder;
  - 3.2.3 To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired or become inactive after the closing date of the tender;
  - 3.2.4 To obtain a valid letter of good standing from the Workmen’s Compensation Commissioner, the latest assessment and proof of payment thereof;
  - 3.2.5 To obtain a valid and original B-BBEE certificate or sworn affidavit to verify preference points claimed by a bidder where the bidder submitted only a copy of the B-BBEE certificate or sworn affidavit with the bid submission.
    - 3.2.5.1 If a bidder fails to submit a B-BBEE certificate or a sworn affidavit with the bid submission, the Municipality will not request or allow the bidder to submit it afterwards.

**4. TEST FOR RESPONSIVENESS:**

- 4.1 A Bid will be considered non-responsive if:
  - 4.1.1 the bid is not in compliance with the specifications;
  - 4.1.2 the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document; and/or
  - 4.1.3 the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing.
- 4.2 The Municipality reserves the right to accept or reject:
  - 4.2.1 any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract. The MUNICIPALITY shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;.

INITIALS	
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- 4.2.2 a bid offer which does not, in the Municipality's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
- 4.2.3 the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 4.3 The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.
- 5. INCORRECT INFORMATION**
- 5.1 Where a contract has been awarded on the strength of the information furnished by the bidder which after the conclusion of the relevant agreement, is proven to have been incorrect, the municipality may, in addition to any other legal remedy it has or may have, recover from the contractor all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract.
- 6. WITHDRAWAL OF BID DURING AND AFTER THE SCM PROCESS:**
- 6.1 When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of

which Overstrand holds the right to accept or reject with or without a claim for any damages.

- 6.2 When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

**7. PRECEDENCE OF TERMS AND CONDITIONS**

- 7.1 Precedence of terms and conditions in documentation during the bidding process and after award, resulting in an formal agreement:
  - 7.1.1 The following legislative and legal precedence will apply to documentation during the bidding process subsequent to the award of a bid to a bidder:
    - (a) Municipal Financial Management Act 56 of 2003
    - (b) Municipal Supply Chain Management Regulations
    - (c) Supply Chain Management policy
    - (d) Specifications of the bid document
    - (e) Special Conditions of Contract – if any
    - (f) General Conditions of Contract
    - (g) Service Level Agreements/ Service Delivery Agreements – if any
    - (h) Memorandum of Understanding/ Memorandum of Agreements – if any
  - 7.2 The documents mentioned in paragraphs (b), (c) and (f) can be found on the following website: [www.overstrand.gov.za](http://www.overstrand.gov.za)

INITIALS	
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## 9. SPECIFICATIONS

### 1 INTRODUCTION

- 1.1 The Overstrand Municipality's Environmental Section is responsible for the control of invasive alien vegetation clearing on Municipal properties with an inherent biodiversity value.
- 1.2 The Overstrand's draft invasive species management plan strives to achieve compliance with the progressive removal of species which are listed in terms of NEM:BA Regulations that Municipalities need to adhere to.

### 2 BACKGROUND

- 2.1 The Overstrand Municipality currently has 5 874 hectares of conservation value land that has to be cleared of invasive alien vegetation. Each property contains different invasive species with varying densities, age and growth form. Each property will be divided into clearing units with a unique number and clearing contract number.
- 2.2 Overstrand Municipality requires contractors to apply approved methods with approved equipment as per the approved National Alien Clearing Norms and Standards. Due to the timeframe required to complete the area, multiple contractor tenders may be awarded as the infield conditions change over time.

### 3 SCOPE

- 3.1 The Overstrand Municipality is requesting quotations from contractors that meet the stipulated minimum requirements to control invasive alien vegetation within the Overstrand wide area which includes Kleinmond, Hermanus and Gansbaai Administration.
- 3.2 It is envisaged that the clearing operations will take place for the current budget year up until June 2019.
- 3.3 Bidders will be required to provide all of their own transport, labour, fuel, personal protective equipment, clearing and health and safety equipment. The bidder will be required to provide certificates to prove competence with respect to these aspects.
- 3.4 The bidder will not be required to provide herbicide; this will be provided by the Overstrand Municipality.
- 3.5 No advance will be given and payment will only be made once the work has been completed satisfactory and the field verification sheet and invoices has been signed off by management.
- 3.6 Please see attached Annexures A for detailed work description clearing contract as noted in the table below. (Please note the "Contract Number" on the right hand bottom corner of each contract.

	Administration	Contract Number	Erf Number	Erf Size (Ha)	Total Estimated Man-Days
1.	Hermanus	HR0001	750	4.83	115
2.	Hermanus	HR0002	1	8.39	120
3.	Hermanus	HR0003	830	0.20	22
4.	Hermanus	HR0004	556/0	4.93	77
5.	Hermanus	HR0005	1289	9.57	72
6.	Hermanus	FR0001	4833	11.75	92
7.	Gansbaai	GB0001	332 - 1091 - 2437	14.03	29
8.	Gansbaai	GB0002	708/9	8.24	39.45
9.	Gansbaai	GB0003	1895	26.12	58
10.	Kleinmond	KM0001	4402	5.56	77
11.	Kleinmond	KM0002	5462 - 563/6	5.56	83

### 4 GENERAL

- 4.1 The contracting period will be from the date of awarding of the contract until 30 June 2019
- 4.2 The contract will be for Invasive Vegetation Clearing for the entire Overstrand area.
- 4.3 The tender must be valid for 60 days.
- 4.4 A letter of good standing with COIDA must be provided by all bidders. The bidder must be COIDA compliant prior to commencement of work and thereafter for the duration of the contract period

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**5 TECHNICAL REQUIREMENTS**

**5.1 Minimum requirements**

5.1.1 The evaluation of tenders will be done in terms of compliance with these criteria. Tenders that do not comply with all requirements under paragraph 5.1 will not be evaluated further.

Description		Please indicate with an "X" whether the offer complies with the requirements.		
		YES	NO	Comment
5.1.1.1	The bidder/ contractor must have at least 5 years relevant experience in invasive alien clearing.			
5.1.1.2	The bidder must have in their employ a suitably qualified chainsaw operator either with a competency certificate and two years' relevant experience or a chainsaw operator without a certificate but who has a minimum of three years relevant experience. The chainsaw operator must be assigned to this contract and will be verified by the Project Manager during the course of the contract. (Certificates or CV to be handed in with the tender document).			
5.1.1.3	The bidder must have in their employ a suitably qualified herbicide applicator either with a competency certificate and two years' relevant experience or an herbicide applicator without a certificate but who has a minimum of three years relevant experience. The chainsaw operator must be assigned to this contract and will be verified by the Project Manager during the course of the contract. (Certificates or CV to be handed in with the tender document).			
5.1.1.4	The bidder must have the appropriate staff in its employment, each relevant experience which must be indicated in the Schedule of Similar Work ( <b>Annexure B</b> )			
5.1.1.5	The bidder must have a valid PrDP or proof that a PrDP has been applied for or have in their employment a driver with a valid PrDP or a driver with proof that PrDP has been applied for the driver.			
5.1.1.6	The bidder must have at least one light delivery vehicle or a vehicle capable of carrying 750kg (with a canopy). Registration certificate of vehicle or hire/lease agreement must be provided before commencement of the contract.			
5.1.1.7	The bidder must have at least 1 licensed, roadworthy trailer. Registration certificate of trailer or hire/lease agreement must be provided before commencement of the contract.			
5.1.1.8	The Bidder must at least have the minimum required equipment before commencement of the contract. The equipment must either be owned by the Contractor or the Contractor must have a formal agreement of hire for the equipment which must be handed in with the tender document.			

5.1.2 The below mentioned specifications are for optimal team performance in the clearing of Invasive Alien Vegetation.

5.1.3 The bidder must provide all their own tools and PPE for this tender. This equipment is compulsory and failure to demonstrate availability of these tools, which must be in a good serviceable condition, will lead to disqualification.

5.1.4 All bidders must have necessary equipment in their possession or available to them by formal agreement at the time of bidding.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

## 5.2 Minimum resources required

	Vehicle & Equipment	Number of Items	Items	
			Owned	Hired
1.	Chainsaws with associated equipment and in working condition	2		
2.	Knapsak Sprayers with associated equipment and in working condition	2		
3.	Loppers in working order	4		
4.	Handsaw's in working order	4		
5.	DP Fire extinguisher ( in date and working order)	2		
6.	Pressurised Spray Bottles	4		
7.	First Aid kit	1		
8.	<u>OTHER:</u>			
<b>The following items may be used</b>			<b>Owned</b>	<b>Hired</b>
9	Chipper	1		
10				
11				

5.2.1 Where possible, all plants should be pulled out by hand, depending on age, density and extent of infestation.

5.2.2 A good measurement is the following:

5.2.2.1 Seedlings, below ankle height, hand pull.

5.2.2.2 Young, up to knee height, hand pull, lopped or herbicide can be applied to the leaves.

5.2.2.3 Mature/Adult, all above knee height, to be cut and herbicide applied to stump.

5.2.3 No ground sterilisers should be used, only herbicide provided by the Overstrand Municipality may be used.

5.2.4 The contractor must be in field with his/her team for more than 80% of the time.

5.2.5 The sites to be occupied by the contractor for the individual contracts will be clearly pointed out to him/her at the site handover. The contractor will on no account be allowed to extend his/her operations beyond the boundaries of the site.

## 6 IMPLEMENTATION TIMETABLE

It is envisaged that the clearing operations will take place for the current budget year between 2018 and 2019. All clearing contracts must be completed no later than the 30<sup>th</sup> of June 2019.

## 7 INFORMATION TO BE PROVIDED BY THE TENDERER

7.1 Completed Tender Form (including Pricing Schedule)

7.2 Accreditation Certificates for Herbicide, Chainsaw and First Aider

7.3 Copy of Vehicle License, trailer license and PrDP

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



EVIDENCE OF HAVING UNDERTAKEN SIMILAR CONTRACTS IN THE LAST 5 YEARS OR MORE						
	REFERENCES /EMPLOYER (Name, Tel, Fax, Email)		TYPE OF RELEVANT WORK PERFORMED	VALUE OF WORK (INCL. VAT)	YEAR COMPLETED	OFFICE USE ONLY
1.	Name					
	Tel					
	Fax					
	Email					
2.	Name					
	Tel					
	Fax					
	Email					
3.	Name					
	Tel					
	Fax					
	Email					
4.	Name					
	Tel					
	Fax					
	Email					
5.	Name					
	Tel					
	Fax					
	Email					

Attach additional pages if mores space is required.



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet – April 2013*

<b>Total Adjusted Man Days</b>	<b>115.28</b>	<b>Estimated Calendar Days for a clearing Team of 8 People</b>	<b>14</b>
		>>>	

Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - If a percentage adjustment has been entered
a	G40G200003	2.23	Non Sprouting Trees	Pine Spp	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.550	1.23		1.23	0.6	
b	G40G200003	2.23	Non Sprouting Trees	Pine Spp	5.00	Adult	Initial	Felling	Landscape	0.900	2.01	1	12.01	5.4	The adult trees needs to be cut stumped (sprouting as well as non-sprouting) as well as cross cut. It is than easier to stack in
c	G40G200003	2.23	Sprouting Trees	Gum Spp	5.00	Adult	Initial	Cutstump	Landscape	1.310	2.92	1	12.92	5.8	The adult trees needs to be cut stumped (sprouting as well as non-sprouting) as well as cross cut. It is than easier to stack in
d	G40G200003	2.23	Sprouting Trees	Australian Myrtle	40.00	Young	Follow-up	Lopping / Pruning	Landscape	3.598	8.02	2	28.02	12.6	Cut stump / hand pull combination is the recommended method as foliar spray did not have the desired
e	G40G200104	2.60	Sprouting Trees	Australian Myrtle	60.00	Young	Initial	Lopping / Pruning	Landscape	7.428	19.31		19.31	7.4	Cut stump / hand pull combination is the recommended method as foliar spray did not have the desired
f	G40G200104	2.60	Sprouting Trees	Port Jackson Willow	30.00	Young	Initial	Lopping / Pruning	Landscape	2.326	6.05	1	16.05	6.2	A combination method of lopping/pruning and cut stump need to be used. Cut material need to stacked in heaps.
l	G40G200104	2.60	Sprouting Trees	Gum Spp	5.00	Adult	Initial	Cutstump	Landscape	1.310	3.41	1	13.41	5.2	The adult trees needs to be cut stumped (sprouting as well as non-sprouting) as well as cross cut. It is than easier to stack in
j	G40G200104	2.60	Non Sprouting Trees	Pine Spp	5.00	Adult	Initial	Felling	Landscape	0.900	2.34	1	12.34	4.7	The adult trees needs to be cut stumped (sprouting as well as non-sprouting) as well as cross cut. It is than easier to stack in
k															
l															
m															
n															
o															
p															
q															
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s															
t															
u															
v															

**Site Instructions**

Area reserved for site-specific instructions.

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

Clearing Contract #:

HR 0001

Official: \_\_\_\_\_

Date: \_\_\_\_\_

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MUNICIPALITY



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adopted for WFW field verification sheet – April 2013*

<b>Total Adjusted Man Days</b>	<b>119.83</b>	<b>Estimated Calendar Days for a clearing Team of 8 People &gt;&gt;&gt;</b>	<b>15</b>
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Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Sp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered
a	G40G200075	4.55	Non Sprouting Trees	Rookkrans	10.00	Young	Follow-up	Lopping / Pruning	Landscape	0.705	3.21		3.21	0.7	
b	G40G200075	4.55	Sprouting Trees	Australian Myrtle	70.00	Young	Follow-up	Lopping / Pruning	Landscape	9.976	45.39	2	65.39	14.4	Removal of dead standing material, re-cut or regrowth as a result of the low kill rate (foliar spray) and removal of cut
c	G40G200077	3.84	Sprouting Trees	Australian Myrtle	60.00	Young	Follow-up	Lopping / Pruning	Landscape	7.428	26.52	2	48.52	12.6	Removal of dead standing material, re-cut or regrowth as a result of the low kill rate (foliar spray) and removal of cut
d	G40G200077	3.84	Non Sprouting Trees	Rookkrans	10.00	Young	Follow-up	Lopping / Pruning	Landscape	0.705	2.71		2.71	0.7	
e															
f															
g															
h															
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**Site Instructions**

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**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialized positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

Clearing Contract #: HR 0002

Official: \_\_\_\_\_ Date: \_\_\_\_\_



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet – April 2013*

<b>Total Adjusted Man Days</b>	<b>21.53</b>	<b>Estimated Calendar Days for a clearing Team of 8 People &gt;&gt;&gt;</b>	<b>3</b>
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Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered
a	G40H4000190	0.20	Sprouting Creeper	Maderia Vine	40.00	Adult	Initial	Cut & Spray	Riparian	3.740	0.75	1	10.75	53.7	Cut material needs to be carried up steep slope to parking area and than removed to transfer station. Knee to chest high
b	G40H4000190	0.20	Herbaeocous Spp	Other	5.00	Adult	Initial	Cut & Spray	Riparian	0.830	0.17		0.17	0.8	
c	G40H4000190	0.20	Sprouting Trees	Other	10.00	Adult	Initial	Cutstump	Riparian	3.063	0.61	1	10.61	53.1	Tree need to be cross cut and all cut material to be carried up steep slop to parking area and the removed to transfer station.
d															
e															
f															
i															
j															
k															
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m															
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**Site Instructions**

G40H4000090  
 Dominant specie is Madeira vine (sprouting) other species include Lavatera (young & adult) and on adult Palm tree. This block has a high workload . Cut stump and a foliar spray combination did not have the desired outcome .Adult trees needs to be cut stumped (sprouting as well as non- sprouting) as well as cross cut , it is then easier to carry out to vehicle. There is a steep slope, diffucult underfoot conditions, knee to chest height obstructive vegetation . It will take a team of 8 people 5 minutes to middle of block and 15 min to site by vehicle. Preferred method would be cut stumped, cross cut and removal of material.  
 Additional days is needed to complete the CUID. Special care need to be taken when working at the southern border of CU, as this part of CU is on the high water mark of ocean. Tide levels need to be considered when working on the high water mark.

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:**

HR 0003

Official: \_\_\_\_\_

Date: \_\_\_\_\_



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adopted for WFW field verification sheet – April 2013*

Total Adjusted Man Days 76.95

Estimated Calendar Days for a clearing Team of 8 People >>> **10**

Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered
a	G40H400028	4.93	Sprouting Trees	Port Jackson Willow	50.00	Adult	Initial	Cutstump	Landscape	8.020	39.54	1	49.54	10.0	The adult trees needs to be cut stumped, as well as cross cut. Than it need to be stacked in heaps.
b	G40H400028	4.93	Sprouting Trees	Stink Bean	10.00	Adult	Initial	Cutstump	Landscape	2.045	10.08		10.08	2.0	A combination method of lopping/pruning and cut stump need to be used. Cut material need to stacked in heaps.
c	G40H400028	4.93	Sprouting Trees	Other	20.00	Adult	Initial	Cutstump	Landscape	3.515	17.33		17.33	3.5	Kukuyu grass needs to be foliar sprayed. Cut stump method is recommended on Castor Oil and Red Sesbania.
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**Site Instructions**

G40G200104  
 Dominant specie is Port Jackson (sprouting) other species include Stink Bean (adult) , Castor Oil (adult), Red Sesbania and Kukuyu Grass. This block has a medium to high workload .A cut stump and Foliar spray combination is the recommended methods .Trees needs to be stacked 5 meters away from foot paths and roads.Underfoot conditions are moderate. Knee height as to obstructive vegetation height. The surface area around vlei is covered with grass, that make it difficult to pick up the uneven surface.Extra care need to be taken around this area. It will take a team of 10 people 15 minutes to middle of block and 30min to site by vehicle. Additional days is needed to complete the CUID.

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:** \_\_\_\_\_ **HR0004**

**Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet – April 2013*

										Total Adjusted Man Days		71.80		Estimated Calendar Days for a clearing Team of 8 People >>>		9	
Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered		
a	G40H400191	9.57	Sprouting Trees	Port Jackson Willow	40.00	Young	Initial	Lopping / Pruning	Landscape	3.588	34.43	1	44.43	4.6	All cut material needs to be removed and dumped at nearest transfer station / landfill site wich will extend working days.		
b	G40H400191	9.57	Non Sprouting Trees	Rooikrans	20.00	Young	Initial	Lopping / Pruning	Landscape	1.015	9.71	1	19.71	2.1	All cut material needs to be removed and dumped at nearest transfer station / landfill site wich will extend working days.		
c	G40H400191	9.57	Sprouting Trees	Other	5.00	Young	Initial	Lopping / Pruning	Landscape	0.800	7.66		7.66	0.8			
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**Site Instructions**

G40H400191  
 Dominant species are Port Jackson (sprouting) and Rooikrans (Non-sprouting) other species include Lavatera (young & adult) and 2 patches of kukuyu grass, Brazilian Pepper trees . This block has a moderate workload .Combination method of lopping/pruning and handpull are recommended. The patches of kukuyu needs to be foliar sprayed. Adult trees needs to be cut stumped (sprouting as well as non- sprouting) as well as cross cut to help with removing . There is no slope , slight underfoot conditions, knee height obstructive vegetation . It will take a team of 8 people 5 minutes to middle of block and 35 min to site by vehicle. All material needs to be removed and dumped at nearest transfer station/landfill site. Additional days for removal of cut material is needed to complete the CUID.

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:**

HR0005

Official: \_\_\_\_\_

Date: \_\_\_\_\_



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet – April 2013*

										Total Adjusted Man Days		91.56		Estimated Calendar Days for a clearing Team of 8 People		11	
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Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered		
a	G40L100002	11.75	Sprouting Trees	Port Jackson Willow	40.00	Young	Follow-up	Lopping / Pruning	Landscape	3.598	42.27		42.27	3.6			
b	G40L100002	11.75	Sprouting Trees	Port Jackson Willow	10.00	Adult	Follow-up	Cutstump	Landscape	2.045	24.03		24.03	2.0			
c	G40L100002	11.75	Sprouting Trees	Australian Myrtle	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.800	9.40		9.40	0.8			
d	G40L100002	11.75	Sprouting Trees	Gum Spp	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.800	9.40		9.40	0.8			
e	G40L100002	11.75	Non Sprouting Trees	Other	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.550	6.46		6.46	0.6			
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**Site Instructions**

G40L100002  
 This CUID has Moderate workload densities (65%) and Production is estimated at 1 ha/day for a team of 8 people. Cut material needs to be removed out of the excess routes and from the kloofies. The most dominant species is: Sprouting trees: Port Jackson (young, mature and seedlings), Black wattle (young and mature), Long leaved wattle (young and mature), Australian Myrtle (young and mature). Do not park along the busy tar road (narrow and very busy), use the gravel road north west of the CUID above the Offices. There is no slope. Dense vegetation restrict movement, difficult underfoot conditions, Dense obstructive vegetation density and chest to head as to obstructive vegetation height. It will take a team of 8 people, 10-20min to middle of block and 20-40min to site by vehicle. Preferred method would be cut stump, hand pull, lopping, pruning and spot spraying.

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:**

FR0001

Official: \_\_\_\_\_

Date: \_\_\_\_\_



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet – April 2013*

<b>Total Adjusted Man Days</b>	<b>28.44</b>	<b>Estimated Calendar Days for a clearing Team of 8 People &gt;&gt;&gt;</b>	<b>4</b>
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Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered
a	G50A100149	1.35	Non Sprouting Trees	Rooikrans	5.00	Young	Initial	Lopping / Pruning	Landscape	0.550	0.74		0.74	0.6	
b	G50A100149	1.35	Sprouting Trees	Manatoka	5.00	Young	Initial	Lopping / Pruning	Landscape	0.800	1.08		1.08	0.8	
c	G50A100138	11.77	Non Sprouting Trees	Rooikrans	5.00	Young	Initial	Lopping / Pruning	Landscape	0.550	6.47	1	16.47	1.4	Some of the Rooikrans (mature) are buried under the sand and the roots need to be dug out, and then cut stumped and
d	G50A100138	11.77	Sprouting Trees	Manatoka	5.00	Young	Initial	Lopping / Pruning	Landscape	0.800	9.42		9.42	0.8	
e	G50A100064	0.91	Sprouting Trees	Manatoka	5.00	Young	Initial	Lopping / Pruning	Landscape	0.800	0.73		0.73	0.8	
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**Site Instructions**

G40A100149,100138,100064  
 This CUID is next to the sea, and requires a lot of walking. Some of the Rooikrans (mature) are buried under the sand and the roots need to be dug out, and then cut stumped and uprooted, to prevent re-sprouting. This site is easily accessible through many excess routes ,however these excess routes needs to be cleared of any cut material in case of any emergency exit. The invasive alien plants are not easy to see as the indigenous plants are higher. It is very sandy and it is advisable to have spades.Be aware that this CUID is next to the residential houses. Please respect the privacy of Landowners. Stay clear of the rocks.(Slippery when wet). There is no slope ,difficult underfoot conditions, dense obstructive vegetation, Obstructive vegetation height chest to head, It will take a team of 8 5-10 mins to the middle of the block. Drive time: 15-20 mins. The preferred clearing method is cut stump (as low as possible)

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:**

GB0001

Official: \_\_\_\_\_

Date: \_\_\_\_\_



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet - April 2013*

**Total Adjusted Man Days**

**39.45**

**Estimated Calendar Days for a clearing Team of 8 People >>>**

**5**

Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - If a percentage adjustment has been entered
a	G50A100001	2.29	Sprouting Trees	Port Jackson Willow	30.00	Young	Follow-up	Lopping / Pruning	Riparian	3.494	8.00	2	28.00	12.2	In G50A100001 workers need to have gumboots and or waders as some of the Invasive alien plants is in or next to
b	G50A100001	2.29	Non Sprouting Trees	Rooikrans	5.00	Young	Follow-up	Lopping / Pruning	Riparian	0.830	1.90		1.90	0.8	
c	G50A100011	5.95	Non Sprouting Trees	Rooikrans	10.00	Young	Initial	Lopping / Pruning	Landscape	0.705	4.19		4.19	0.7	
d	G50A100011	5.95	Non Sprouting Trees	Rooikrans	5.00	Adult	Initial	Felling	Landscape	0.900	5.36		5.36	0.9	
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**Site Instructions**

G50A100001,100011

This sites (CUID) has moderate workload densities, is very marsh with moderate to difficult underfoot conditions due to dead dry material left by the previous clearing operation. The dead dry material needs to be cleared before cut stump and could take time (slower production rate). In G50A100001 workers need to have gumboots and or waders as some of the Invasive alien plants is in or next to water (constant flow of water from the dam above). This will make an impact on daily production (takes time and makes production slower). Any cut material needs to be removed from the excess routes which need to be cleared in case of any emergency exit. The most dominant species is: Non- sprouting trees is Rooikrans (mature and young), Sprouting trees: Port Jackson (young and mature). All other species that has the same treatment method is grouped either under sprouting or non-sprouting. Moderate underfoot conditions, Knee to chest as to obstructive vegetation height; It will take a team of 8 people, 5-10min to middle of block and 20-40min to site by vehicle. Preferred method would be any combination of cut stump, hand pulling, lopping and pruning. In G50A100011 is an ingenious forest, please make sure that all team members understands what is expected in terms of the work task at hand. Please do not mix herbicide near the water bodies (dam).

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:**

**GB0002**

**Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet – April 2013*

<i>Total Adjusted Man Days</i>	<b>57.34</b>	<b>Estimated Calendar Days for a clearing Team of 8 People &gt;&gt;&gt;</b>	<b>7</b>
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Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 8)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered
a	G50A100038	5.92	Non Sprouting Trees	Rooikrans	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.550	3.25		3.25	0.6	
b	G50A100038	5.92	Non Sprouting Trees	Rooikrans	5.00	Adult	Follow-up	Felling	Landscape	0.900	5.32		5.32	0.9	
c	G50A100039	8.08	Non Sprouting Trees	Rooikrans	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.550	4.44		4.44	0.6	
d	G50A100054	5.05	Non Sprouting Trees	Rooikrans	5.00	Adult	Follow-up	Felling	Landscape	0.900	4.55		4.55	0.9	
e	G50A100054	5.05	Non Sprouting Trees	Rooikrans	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.550	2.78		2.78	0.6	
f	G50A100035	7.07	Non Sprouting Trees	Rooikrans	5.00	Adult	Follow-up	Felling	Landscape	0.900	6.36		6.36	0.9	
i	G50A100035	7.07	Non Sprouting Trees	Rooikrans	10.00	Young	Follow-up	Lopping / Pruning	Landscape	0.705	4.98	2	24.98	3.5	It is very difficult to see/spot the Invasive alien plants because of the height of the indigenous forests in every CUID making
j	G50A100035	7.07	Sprouting Trees	Other	5.00	Young	Follow-up	Lopping / Pruning	Landscape	0.800	5.66		5.66	0.8	
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**Site Instructions**

G50A100035, 100039,100038,100054  
 This sites ( CUID) has very low workload densities (5%) and Production is estimated at 2-4.5ha/day for a team of 8 people. Most of these CUID's has big milk wood forests .The" other " in the dominant specie group refers to long leaved wattle . It is very difficult to see/spot the Invasive alien plants because of the height of the indigeneous forestsin every CUID,making production slower. The most dominant species is: Non- sprouting trees is Rooikrans (adult,mature and young )which is the most dominant specie in this group. Sprouting trees: Manatoka (young and mature), Stink bean (young and mature). All other species that has the same treatment method is grouped either under sprouting or non-sprouting. There is no slope, moderate to Difficult underfoot conditions, and dense obstructive vegetation and knee to chest as to obstructive vegetation height. It will take a team of 8 people, 5-10 min to middle of block and 15-20min to site by vehicle. Preferred method would be cut stump

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:** GB0003

Official: \_\_\_\_\_ Date: \_\_\_\_\_





**Overstrand Environmental Management - Invasive Plant Field Verification and Site Instruction Sheet**

*Adapted for WFW field verification sheet – April 2013*

<b>Total Adjusted Man Days</b>	<b>82.29</b>	<b>Estimated Calendar Days for a clearing Team of 8 People &gt;&gt;&gt;</b>	<b>10</b>
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Entry	Clearing Unit ID	Area (Ha)	Growth Form	Dominant Spp	Work Load (%)	Size	Stage	Method	Riparian Code	Norm MD/Ha	Unadjusted Man Days	Additional Calendar Days for Work Load (Team of 10)	Adjusted ManDays (AMD)	AMD / Ha	Motivations - if a percentage adjustment has been entered
a	G40B200155	3.16	Sprouting Trees	Port Jackson Willow	20.00	Adult	Initial	Cutstump	Landscape	3.515	11.11		11.11	3.5	
b	G40B200155	3.16	Sprouting Trees	Port Jackson Willow	20.00	Young	Initial	Foliar Application	Landscape	1.468	4.64	2	24.64	7.8	
c	G40B200155	3.16	Sprouting Trees	Black Wattle	30.00	Adult	Initial	Cutstump	Landscape	5.004	15.81	2	35.81	11.3	
d	G40B200155	3.16	Sprouting Trees	Black Wattle	5.00	Young	Initial	Lopping / Pruning	Landscape	0.800	2.53		2.53	0.8	
e	G40B200155	3.16	Non Sprouting Trees	Pine Spp	5.00	Young	Initial	Lopping / Pruning	Landscape	0.550	1.74		1.74	0.6	
f	G40B200155	3.16	Sprouting Trees	Australian Myrtle	10.00	Adult	Initial	Cutstump	Landscape	2.045	6.46		6.46	2.0	
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**Site Instructions**

G40B200075  
 This CUID is next to the sea, and requires a lot of walking. Production is estimated at 05-1 ha /day. Some of the Rooikrans (adult and mature) are buried under the sand(sandy slopes) and the roots need to be dug out, and then cut stumped and uprooted, to prevent re-sprouting. Occasional thickets of Adult rooikrans and Australian myrtle needs to be cut stumped and stacked. Non sprouting Rooikrans is the dominant specie Followed by Sprouting specie ;Australian myrtle (adult ,mature and young) and manataka(mature and young).The following were noted: Moderate to difficult underfoot conditions, Obstructive vegetation ranges from moderate to difficult , dense obstructive vegetation, It would take 40 mins for the team to walk to the middle of the block and 45 mins to drive to site. The preferred clearing method is cut stump, transferring and stacking of material on the dunes( Narine Cressant).

**Standard Instructions**

- 1 - Refilling sites for herbicides and fuel must clearly demarcated and kept away from water bodies, food and livestock feed areas
- 2 - All workers must wear the correct PPE (Personal Protective Equipment) for their task, at all times
- 3 - Only Planned Extraction routes may be used
- 4- Training certificates for all specialised positions and or tasks, must be available infield at all times
- 5- 5 m should be cleared on the side of the fence and of roads, as well as 30m away from the riparian zones

**Clearing Contract #:**

KM0002

Official: \_\_\_\_\_

Date: \_\_\_\_\_



**10. PRICING SCHEDULE**

**NOTE:**

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
  - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

Are you/is the firm a registered VAT Vendor	INDICATE WITH AN 'X'							
	YES				NO			
If "YES", please provide VAT number								

I / We \_\_\_\_\_  
 (full name of Bidder) the undersigned in my capacity as \_\_\_\_\_  
 of the firm \_\_\_\_\_

hereby offer to Overstrand Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Overstrand Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

**PRICING:**

1. A maximum of two contracts/projects will be awarded to a bidder from the lowest to the highest score.
2. The tender price is per person day.
3. Prices must be indicated in the pricing schedule included with these documents. All prices quoted must indicate that they are inclusive of VAT.
4. The tender must be valid for 90 days.
5. The Municipality reserves the right to award the tender per area or as a whole.
6. The tender price must include the following:
  - 6.1. Total wage cost to clear the site;
  - 6.2. Unemployment Insurance Fund Contributions;
  - 6.3. Personal Protective Equipment;
  - 6.4. Tools and Equipment;
  - 6.5. Transport; and
  - 6.6. Administration
7. Hermanus - 2 Projects to be awarded from the lowest to the highest bidder (for Hermanus Area area)
8. Gansbaai and Kleinmond – one bidder per area to be awarded
9. Please note that the budget for the 2018/2019 year assigned to OSM for an indicative maximum person day cost of R250 (All inclusive).

#	Administration	Contract Number	Erf Number	Erf Size (Ha)	Price per man-day (Incl. VAT)
1	Hermanus	HR0001	750	4.83	
2	Hermanus	HR0002	1	8.39	
3	Hermanus	HR0003	830	0.20	
4	Hermanus	HR0004	556/0	4.93	
5	Hermanus	HR0005	1289	9.57	
6	Hermanus	FR0001	4833	11.75	
7	Gansbaai	GB0001	332 - 1091 - 2437	14.03	
8	Gansbaai	GB0002	708/9	8.24	
9	Gansbaai	GB0003	1895	26.12	
10	Kleinmond	KM0001	4402	5.56	
11	Kleinmond	KM0002	5462 - 563/6	5.56	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

<b>11. DECLARATION</b>
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1	I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document.
2	I / We declare that I / we have read, understand and accept the following documents as published on the Overstrand Municipality's Website, to form part of this agreement if and when concluded and that I / we accept the conditions in all respects:
2.1	Invitation to bid (advertisement)
2.2	Standard Conditions of Tender – CIDB – only applicable to construction related bids
2.3	National Treasury General Conditions of Contract (2010)
3	I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my / our tender and that I / we elect <i>domicillium citandi et executandi</i> (physical address at which legal proceedings may be instituted) in the Republic at:
4	I / We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfilment of this contract.
5	I / We furthermore confirm I / we satisfied myself / ourselves as to the correctness and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.
6	I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			